Advancement Handbook for Religious Program Specialist (RP)

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Religious Program Specialist (RP) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are <u>cumulative</u>; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the *"Exam Expectations"* section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

Prepared by
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Part 1

Advancement Handbook for RP3

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Rig for religious services**
Knowledge you should have to perform this skill:	You should be able to recognize religious items, religious ministry facility spaces, and rigging for Christian, Jewish, Buddhist, and Islamic faith groups, to include: • Altar items for Catholic and Protestant • Jewish Ark components and required items for worshippers • Vestments for Catholic, Protestant, and Christian Orthodox • Seasonal altar and vestment colors • Proper handling of sacred items • Islamic worship requirements • Buddhist worship requirements
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 287-01-45-82, Religious Program Specialist 3 & 2, Module I, Chapter 3 • NAVEDTRA 12616, Religious Program Specialist 3, Chapter 1 and Appendix 1
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to identify religious symbols and equipment, seasonal religious colors, special holy days and practices. You should know the histories of the four major religions and how today's religious practices reflect them.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate wedding rehearsals**
Knowledge you should have to perform this skill:	You should be able to identify wedding rehearsal preparation requirements, to include: • Processional and recessional evolutions • Placement of bride and groom, maid of honor, best man, and ushers, etc. • Recognize couples responsibility for wedding decorations, musician and photographer contracting, wedding party security admittance to the base lists, and the clean up of the religious ministry facility. • Recognize Christian and Jewish wedding customs • Identify eligibility requirements
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 287-01-45-82, RP 3 & 2, Module 1, Chapter 4 • NAVEDTRA 12616, RP 3, Appendix II
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about what comprises a military wedding ceremony and officer/enlisted customs and courtesies. Recall specific faith group wedding practices and items used specifically for weddings.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Process humanitarian messages**
Knowledge you should have to perform this skill:	You should be able to identify the format and precedence of naval messages and procedure for handling emergency messages.
References you should study to gain the knowledge you need to perform this skill:	NTP-3, Naval Telecommunications Procedures and Users Manual
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about naval message format and the procedures for handling emergency messages.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Screen personnel requiring assistance and referral**
Knowledge you should have to perform this skill:	You should be able to recall procedures to screen personnel, to include: • Identify referral service organizations and their missions • Recall enlisted service record pages
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 287-01-45-82, RP 3 & 2, Module I, Chapter 5 • NAVEDTRA 287-03-45-83, RP 3 & 2, Module III, Chapter 2
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions using a fictional story where you must determine the correct referral agency. Memorize the names of key service organizations and the services they provide, along with their eligibility requirements. Also, expect questions requiring you to match enlisted service record entries with the appropriate pages.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare CRP literature**
Knowledge you should have to perform this skill:	You should be able to identify correspondence procedures for preparing: • Worship bulletins • Brochures and pamphlets • Newsletters • Marriage preparation books • CRP deployment brief handbooks
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 5216.5, Department of the Navy Correspondence Manual • NAVEDTRA 287-01-45-82, RP 3 & 2, Module I, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on bulletin formatting and the use of graphics and art. This area will also cover sentence structure, line spacing, and the writing styles explained in the correspondence manual.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare Lay Leader materials**
Knowledge you should have to perform this skill:	You should be able to recall requirements for Lay Leaders, to include: • Eligibility • Command support • Lay Leader limitations
References you should study to gain the knowledge you need to perform this skill:	MILPERSMAN 1730–010, Lay Leader
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about what qualities and qualifications are required for Lay Leader appointment; under whose authority a Lay Leader conducts religious services; and command support for Lay Leaders.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Verify ecclesiastical endorsements**
Knowledge you should have to perform this skill:	You should be able to identify procedures for hiring contract chaplains, auxiliary chaplains, and clergy for occasional ministry
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 1730.3, Employment of Civilian Clergy • FMFM 3-6, Religious Ministries in the Fleet Marine Force, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about types of service contracts, functions and restrictions of contract chaplains, auxiliary chaplains and clergy for occasional ministry.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate funerals and burials at sea**
Knowledge you should have to perform this skill:	You should be able to recognize procedures for funerals and burials at sea, to include: • Transit of casket or cremains • National Ensign • Military pallbearers • Funeral entitlements • Next-of-kin mementos • Burial at sea formations • Command condolence letter
References you should study to gain the knowledge you need to perform this skill:	• NAVPERS 15555, Navy Military Funerals • NAVPERS 15956, Funerals at Arlington National Cemetery
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about procedures for transporting the casket or cremains to the burial site, pallbearers and burial at sea formations, types of funerals and entitlements, and next-of-kin mementos.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Establish field operations with the FMF**
Knowledge you should have to perform this skill:	You should be able to identify requirements for religious ministry support with the Fleet Marine Force, to include: • Publications • Consumables and non-consumables • Mount-out boxes • Marine staff element support • Physical security
References you should study to gain the knowledge you need to perform this skill:	FMFM 3-6, Religious Ministries in the Fleet Marine Force, Chapters 4, 6, and 7
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about procedures for ordering publications, consumable and non-consumable supplies, and religious support equipment. Also, expect questions on what comprises a mount-out box, Marine staff element support and physical security measures.

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General RP *Skill Area*	**Religious Offering Fund**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare ROF appointment letters**
Knowledge you should have to perform this skill:	You should be able to identify ROF position titles and their responsibilities.
References you should study to gain the knowledge you need to perform this skill:	SECNAVINST 7010.6, Religious Offering Fund
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to match ROF position titles with their corresponding responsibilities.

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General RP *Skill Area*	**Religious Offering Fund**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare and update ROF accounting ledgers**
Knowledge you should have to perform this skill:	You should be able to recognize the following ROF accounting, to include: • Faith group sub-account • Receipts and disbursements • Balance forward • Reconciliation • Offerings
References you should study to gain the knowledge you need to perform this skill:	SECNAVINST 7010.6, Religious Offering Fund
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about ledger accounting, offering designations, and procedures to reconcile the checkbook with the bank statement. Also, expect questions requiring you to match accounting terms and definitions with their purposes.

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General RP *Skill Area*	**Religious Offering Fund**
A *skill* you are expected to perform from the General Skill Area above:	**Secure and deposit ROF monies**
Knowledge you should have to perform this skill:	You should be able to recall procedures to secure and deposit ROF monies, to include: • Supervise and safe-guard ROF offerings • Deposit ROF offerings • Receipt contributors
References you should study to gain the knowledge you need to perform this skill:	SECNAVINST 7010.6, Religious Offering Fund
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about accounting, safeguarding, and depositing ROF offerings ashore and at sea. Also, expect questions about receipting contributors.

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General RP *Skill Area*	**Religious Offering Fund**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare ROF disbursement requests**
Knowledge you should have to perform this skill:	You should be able to recognize procedures for disbursing ROF funds, to include: • ROF disbursement request forms • Designated faith group representatives • Custodian • Administrator • Maximum disbursement amounts • Commanding Officer approval
References you should study to gain the knowledge you need to perform this skill:	SECNAVINST 7010.6, Religious Offering Fund
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to identify ROF disbursement request forms, designated faith group representative, custodian, and administrator duties, and maximum disbursement amounts. Also, expect questions about the Commanding Officer's role in disbursing ROF funds.

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General RP *Skill Area*	**Religious Offering Fund**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare net worth and consolidated operations statements**
Knowledge you should have to perform this skill:	You should be able to define the following ROF accounting terms: • Beginning and ending month balances • Faith group sub-accounts • Receipts and expenditures • Composite balances • Assets and liabilities • Net worth
References you should study to gain the knowledge you need to perform this skill:	SECNAVINST 7010.6, Religious Offering Fund
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions concerning the periodicity and distribution of ROF financial statements, the projection of annual maximum ROF assets, and the process of consolidating ROF balances into a quarterly report.

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General RP *Skill Area*	**Library**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare and circulate library materials**
Knowledge you should have to perform this skill:	You should be able to recall procedures to prepare and circulate library materials, to include: • Dewey Decimal System • Author and title circulation • Non-fiction and fiction books • Periodicals and reference materials • Labeling, cataloging, and shelf list • Overdue notices • Audio-visual and computer equipment
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 12616, RP3, Chapter 5 • NAVEDTRA 287-01-45-82, RP 3&2, Module 1, Chapter 8
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about Dewey Decimal System classifications, card catalogs, labeling new books, and reserving books. You can also expect questions about non-fiction, fiction, periodic, and reference library materials, overdue notices, and library equipment.

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General RP *Skill Area*	**Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare CRP correspondence**
Knowledge you should have to perform this skill:	You should be able to recall procedures for preparing correspondence, to include: • Standard letters, business letters, and memorandums • Addressing and mailing • Responses to military, political, and business agencies • Endorsements • File copies
References you should study to gain the knowledge you need to perform this skill:	SECNAVINST 5216.5, Department of the Navy Correspondence Manual
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about standard letter, business letter, and memorandum formats, preparing letterhead, line spacing, and dating correspondence. Also, expect questions on text subdivisions, copies to addressees, endorsements, file copies, and appropriate greetings and responses.

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General RP *Skill Area*	**Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Establish and update CRP files**
Knowledge you should have to perform this skill:	You should be able to recall filing procedures, to include: • Standard subject identification codes • Naval message filing • Active and in-active files • Cross reference filing • File closing, transfer, and disposal
References you should study to gain the knowledge you need to perform this skill:	SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to match standard subject identification codes with corresponding subjects and recognize naval message filing. Also, expect questions on cross referencing files and active and inactive filing procedures, closing files, transfer and disposal.

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General RP *Skill Area*	**Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare Navy and Marine Corps directives**
Knowledge you should have to perform this skill:	You should be able to recall procedures for preparing Navy and Marine Corps directives, to include: • Standard subject identification codes • Periodicity for Navy instructions, messages, and notices and for Marine Corps orders and bulletins • Recognize directive stocking codes, title formats, and cancellation requirements
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes • SECNAVINST 5215.1, Department of the Navy Directives Issuance System
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to match the SSIC with the corresponding directive. Also, expect questions on directive periodicity, stocking codes, and cancellation.

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General RP *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare standard and non-standard item requisitions**
Knowledge you should have to perform this skill:	You should be able to recognize supply procedures, to include: • National Stock Number class and group • Consumables and non-consumables • Item requisition forms • Operating Target (OPTAR) • Military Standard Requisition and Issue Procedures (MILSTRIP) • FMF supply signal codes (alphabetical) • FMF staff support elements
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 287-02-45-81, RP 3&2, Module II, Chapter 2 • FMFM 3-6, Religious Ministries in the Fleet Marine Force, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to identify National Stock Numbers, consumable and non-consumable supplies, item requisition forms, religious program requisition codes, and FMF supply requisitioning procedures and policies.

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General RP *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Inventory and service CRP equipment and supplies**
Knowledge you should have to perform this skill:	You should be able to recognize procedures to inventory and service CRP equipment and supplies, to include: • Standard and non-standard stock items • Consumables and non-consumables • Controlled equipage • Wine log requirements • CRP FMF field gear
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 287-02-45-81, RP 3&2, Module II, Chapter 2 • NAVEDTRA 12616, RP3, Chapter 6 • FMFM 3-6, Religious Ministries in the Fleet Marine Force, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to identify CRP stock items and FMF CRP gear and its application in the field. Also, expect questions concerning consumable and non-consumable CRP supplies and procedures for safeguarding controlled equipage and wine.

Part 2

Advancement Handbook for RP2

Advancement Handbook for RP2

General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate CRP activities**
Knowledge you should have to perform this skill:	You should be able to identify requirements for coordinating CRP activities at sea, on shore, and in field operations with the FMF, to include: • Rig for Catholic, Protestant, Jewish, Islamic, and Buddhist services • Rig for weddings and funerals • Screen personnel for referral
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 287-01-45-82, RP 3 & 2, Module 1, Chapters 3, 4, and 5 • NAVEDTRA 12616, RP 3, Chapters 1 and 6, and Appendix II • NAVPERS 15555, Navy Military Funerals • NAVPERS 15956, Naval Funerals at Arlington National Cemetery
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about religious services, weddings and funerals, nomenclature of a religious ministry facility, and religious item definitions. You should also expect questions on personnel referral.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Conduct audio-visual CRP briefs**
Knowledge you should have to perform this skill:	You should be able to recall procedures for conducting audio-visual CRP briefs, to include: • Screen placement and seating • Equipment nomenclature • Multi-media
References you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 287-01-45-82, RP 3 & 2, Module I, Chapter 7
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about audio-visual equipment nomenclature, screen placement and seating. Also, expect questions requiring you to select the best means to present information to selected audiences.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Design CRP literature**
Knowledge you should have to perform this skill:	You should be able to recognize correspondence procedures for: • Brochures and pamphlets • Newsletters and marriage handbooks • Worship and memorial bulletins • CRP publicity materials
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 5216.5, Department of the Navy Correspondence Manual • NAVEDTRA 287-01-45-82, RP 3&2, Module 1, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about formatting procedures for CRP bulletins, newsletters, and publicity material.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Screen Lay Leaders**
Knowledge you should have to perform this skill:	You should be able to recognize eligibility requirements for Lay Leaders and the command's responsibility to support Lay Leaders.
References you should study to gain the knowledge you need to perform this skill:	MILPERSMAN 1730–010, Lay Leader
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about requirements for Lay Leader appointment, the command's responsibilities to support Lay Leaders, and the dos and don'ts for Lay Leaders.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate burials at sea**
Knowledge you should have to perform this skill:	You should be able to recall procedures for burials at sea, to include: • Delivery of the casket or cremains • Storage at sea • Ceremonial positions • Next of kin mementos
References you should study to gain the knowledge you need to perform this skill:	• NAVPERS 15555, Navy Military Funerals • NAVEDTRA 287-01-45-82, RP 3 & 2, Module I, Chapter 4
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about identifying the procedures for transporting the casket or cremains to the ship, storage and security until burial, positioning of participants, and mailing next-of-kin mementos.

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General RP *Skill Area*	**Religious Education**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate religious education enrollment programs**
Knowledge you should have to perform this skill:	You should be able to recognize procedures to coordinate religious program education enrollment programs, to include: • Community research • Statistical surveys • Volunteer leadership
References you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12616, RP3, Chapter 3
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about the purpose of surveys and how survey data assists you with religious education programs. Also, expect questions on methods to enlist volunteer leadership.

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General RP *Skill Area*	**Library**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate library programs**
Knowledge you should have to perform this skill:	You should be able to identify library programs, to include: • Dewey Decimal System • Clothbound and paperback book ratios • Shelf list • Inventory forms • Classifying library materials • Volunteer programs
References you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12616, RP3, Chapter 5
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about classifying fictional, non-fictional, and reference books, ordering new books, disposing of outdated library materials, and conducting inventories. Also, expect questions requiring you to match dewy decimal classifications with their corresponding subjects.

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General RP *Skill Area*	**Library**
A *skill* you are expected to perform from the General Skill Area above:	**Procure library deployment package**
Knowledge you should have to perform this skill:	You should be able to identify library requirements for deployment, to include: • Regional librarian • Audio-visual and computer equipment • Fiction and non-fiction books • Reference books • Periodicals and paperback books • Book cards and pockets • Video and cassette tapes
References you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12616, RP3, Chapter 5
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to identify book allotment ratios, supply sources, procurement procedures for obtaining paperback books and periodicals, the time frame for ordering materials, and methods for disposal of outdated books.

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General RP *Skill Area*	**Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Determine administrative requirements**
Knowledge you should have to perform this skill:	You should be able to identify administrative requirements, to include: • Correspondence formats • Mailing procedures • Directives • Reports
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 5216.5, Department of the Navy Correspondence Manual • SECNAVINST 5215.1, Department of the Navy Directives Issuance System • SECNAVINST 5214.2, Department of the Navy Information Requirement Reports Management Program
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on formatting military, business, and formal correspondence, mailing correspondence, and responding to official agencies. Also, expect questions requiring you to identify Navy and Marine Corps directives and reports procedure.

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General RP *Skill Area*	**Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Review CRP files**
Knowledge you should have to perform this skill:	You should be able to recognize the SSIC filing system, procedures for maintaining active and inactive files, and files disposal.
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes • SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual, Part 1 and Appendix C
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to match SSIC codes with their corresponding subjects. Also, expect questions about file maintenance, methods, and sources of disposal.

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General RP *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**CRP supply requisition and inventory**
Knowledge you should have to perform this skill:	You should be able to recall requisition and inventory procedures, to include: • NSN codes and supply forms • Requisition and contract control • Ecclesiastical equipment supply codes • Disposal of non-serviceable CRP gear • FMF field equipment supply • Sacramental wine control
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 287-02-45-81, RP 3 & 2, Module II, Chapter 2 • FMFM 3-6, Religious Ministries in the Fleet Marine Force, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about the breakdown of national stock numbers and their corresponding codes, key supply code numbers for CRP equipment requisition, supply forms and their purposes, disposal methods for non-serviceable gear, and sacramental wine control.

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General RP *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Maintain CRP budget**
Knowledge you should have to perform this skill:	You should be able to identify the process for maintaining a CRP budget, to include: • Operating target (OPTAR) • Types of appropriations • Types of funds • Budgeting process
References you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 287-02-45-81, RP 3 & 2, Module II, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about the purposes of different appropriations, and funds. Also, expect questions on the process of formulating budgets and OPTAR control.

Part 3

Advancement Handbook for RP1

Advancement Handbook for RP1

General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate CRP ceremonial services**
Knowledge you should have to perform this skill:	You should be able to identify requirements for religious services, funerals, and weddings, to include: • Wedding customs and traditions • Wedding coordinator • Positioning of wedding participants • Officer and enlisted weddings • Funeral types • Eligibility • Next-of-kin • Burial at sea
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 287-01-45-82, RP 3 & 2, Module I, Chapter 4 • NAVEDTRA 12616, RP 3, Chapter 1, • NAVPERS 15555, Navy Military Funerals
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about wedding practices, coordinating weddings, and the differences in officer and enlisted weddings. Also, expect questions on types of funerals for active duty, reservist, and retired personnel, next-of-kin issues, and burials at sea.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate CRP volunteer programs**
Knowledge you should have to perform this skill:	You should be able to recall procedures for coordinating CRP volunteer programs, to include: • Lay Leaders • Community relations projects • Religious education
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 10239-A, RP 1 & C, Chapter 6 • MILPERSMAN 1730–010, Lay Leader
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about the Lay Leader program and coordinating volunteers for community relation projects and religious education.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Conduct CRP briefs**
Knowledge you should have to perform this skill:	You should be able to identify requirements for conducting CRP briefs, to include: • Deployment • Volunteers • Statistical data • Religious education
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 10239-A, RP 1 & C, Chapter 6 • NAVEDTRA 12616, RP 3, Chapter 2
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about multi-media presentations, uses of audio-visual equipment, and the best methods to display information.

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General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Review CRP literature**
Knowledge you should have to perform this skill:	You should be able to recognize correspondence procedures for producing CRP literature, to include: • Brochures and pamphlets • News • Letters • Marriage preparation handbooks • Publicity materials
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 5216.5, Department of the Navy Correspondence Manual • NAVEDTRA 12616, RP 3, Chapter 2
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to identify different types of correspondence and bulletin formats.

Advancement Handbook for RP1

General RP *Skill Area*	**Religious Education**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate religious education programs**
Knowledge you should have to perform this skill:	You should be able to recognize religious education materials appropriate for various faith groups, to include: • Christian • Jewish • Buddhist • Islamic
References you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12616, RP 3, Chapter 1
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about various faith group practices, customs, and traditions. Also, expect questions requiring you to match faith group word definitions with their corresponding purpose.

Advancement Handbook for RP1

General RP *Skill Area*	**Religious Offering Fund (ROF)**
A *skill* you are expected to perform from the General Skill Area above:	**Establish a Religious Offering Fund**
Knowledge you should have to perform this skill:	You should be able to identify procedures for establishing an ROF, to include: • Command authorization • Bank account • ROF administrating personnel • Receipts and disbursements • Ledger accounting • Sub-accounts • Receipting contributors • Authorized purchases • Collections at sea • Internal controls and audits
References you should study to gain the knowledge you need to perform this skill:	SECNAVINST 7010.6, Religious Offering Fund
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about procedures for establishing an ROF bank account, ledger accounting, receipts and disbursements, sub-accounts, and receipting contributors. Also, expect questions on authorized purchases, unattainable items, internal controls and audits, and collections at sea.

Advancement Handbook for RP1

General RP *Skill Area*	**Library**
A *skill* you are expected to perform from the General Skill Area above:	**Determine library requirements**
Knowledge you should have to perform this skill:	You should be able to identify library procedures, to include: • Fiction and non-fiction books • Dewey Decimal System classifications • Lost book percentages • Overdue notices • Paperbacks and periodicals • Audio tapes
References you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12616, RP3, Chapter 5
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to match Dewey Decimal System classifications with their corresponding subjects. Also, expect questions about fiction and non-fiction book labels, lost book monies and percentages, overdue notice policies, paperback book collection ratios, and audio-tape circulation.

Advancement Handbook for RP1

General RP *Skill Area*	**Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate CRP administrative procedures**
Knowledge you should have to perform this skill:	You should be able to identify CRP administrative procedures, to include: • Correspondence • Electronic mail • Files and records disposal • Message classifications and formats
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 5216.5, Department of the Navy Correspondence Manual • SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes • SECNAVINST 5212.5, Disposal of Navy and Marine Corps Records, Appendices B, C, and F • NTP-3, Naval Telecommunications Procedures and Users Manual
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about standard letter formats, endorsements, memorandums, point papers, electronic mail, facsimile transmissions, file maintenance, and the shipment and disposal of records. Also, expect questions requiring you to identify message formats and classifications.

Advancement Handbook for RP1

General RP *Skill Area*	**Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Identify Navy and Marine Corps directives and draft CRP directives**
Knowledge you should have to perform this skill:	You should be able to identify various Navy and Marine Corps directives and recognize correct formats to draft CRP directives
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 5216.5, Department of the Navy Correspondence Manual • SECNAVINST 5215.1, Department of the Navy Directives Issuance System • NAVEDTRA 287-03-45-83, RP 3 & 2, Module III, Chapter 4
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to match various directives with their corresponding SSIC codes and subjects. Also, expect questions about directive formatting.

Advancement Handbook for RP1

General RP *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare CRP services contracts**
Knowledge you should have to perform this skill:	You should be able to recall procedures for preparing CRP contract requisitions, to include: • Contract chaplains • Auxiliary chaplains • Clergy for occasional ministry
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 1730.3, Employment of Civilian Clergy • NAVEDTRA 287-02-45-81, RP 3 & 2, Module II, Chapter 3
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about the different types of service contracts for contract chaplains, auxiliary chaplains, and clergy for occasional ministries. Also, expect questions on contract monitoring, benefits, and funding sources.

Part 4

Advancement Handbook for RPC

Advancement Handbook for RPC

General RP *Skill Area*	**Religious Program Support**
A *skill* you are expected to perform from the General Skill Area above:	**Analyze CRP statistical data and establish outreach programs**
Knowledge you should have to perform this skill:	You should be able to recognize statistical survey data and identify CRP outreach program requirements, to include: • Need assessments • Questionnaires • Membership drives • Program recruiting
References you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12616, RP 3, Chapter 8
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about statistical survey data, as it pertains to; need assessments, questionnaires, membership drives, and program recruiting.

Advancement Handbook for RPC

General RP *Skill Area*	**Religious Education**
A *skill* you are expected to perform from the General Skill Area above:	**Monitor religious education programs**
Knowledge you should have to perform this skill:	You should be able to recognize religious education materials appropriate for various faith groups, to include: • Christian • Jewish • Buddhist • Islamic
References you should study to gain the knowledge you need to perform this skill:	• NAVEDTRA 287-01-45-82, RP 3 & 2, Module I, Chapter 3 • NAVEDTRA 12616, RP 3, Chapter 1 • NAVEDTRA 10239-A, RP 1 & C, Chapter 2
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about faith group practices, curriculum resources, and points of supply.

Advancement Handbook for RPC

General RP *Skill Area*	**Religious Offering Fund**
A *skill* you are expected to perform from the General Skill Area above:	**Conduct ROF vulnerability assessments**
Knowledge you should have to perform this skill:	You should be able to recall procedures for conducting ROF vulnerability assessments, to include: • Receipt and deposit of ROF offerings • Checkbook, bank statement, and ledger reconciliation • Tax deductible receipts
References you should study to gain the knowledge you need to perform this skill:	SECNAVINST 7010.6, Religious Offering Fund
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about the purpose and procedure for conducting ROF vulnerability assessments.

Advancement Handbook for RPC

General RP *Skill Area*	**Library**
A *skill* you are expected to perform from the General Skill Area above:	**Monitor library spaces**
Knowledge you should have to perform this skill:	You should be able to recognize procedures for monitoring library spaces, to include: • Dewey Decimal System classifications • Forms and reports • Magazines and periodicals • Books and reference materials • Inventory • Book allotment ratios • Furnishings and equipment requirements
References you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12616, RP3, Chapter 5
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions requiring you to match Dewey Decimal System numbers with their corresponding subjects. Also, expect questions on forms, inventory and evaluation procedures, layout, policy circulation, notices, and collections.

Advancement Handbook for RPC

General RP *Skill Area*	**Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Monitor CRP administrative procedures**
Knowledge you should have to perform this skill:	You should be able to identify CRP administrative procedures, to include: • Correspondence • Filing • Directives • Messages
References you should study to gain the knowledge you need to perform this skill:	• SECNAVINST 5216.5, Department of the Navy Correspondence Manual • SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes • SECNAVINST 5215.1, Department of the Navy Directives Issuance System • NAVEDTRA 10239-A, RP 1 & C, Chapter 3 • NTP-3, Naval Telecommunications Procedures and Users Manual
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about standard letters, business letters, memorandums, and endorsements. Also, expect questions on filing and disposal procedures, electronic mailing, SSIC groups, and messages.

Advancement Handbook for RPC

General RP *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Determine CRP logistic requirements**
Knowledge you should have to perform this skill:	You should be able to recall procedures for determining CRP logistic requirements, to include: • Controlled equipage • Federal Supply Codes • Purchase agreements • Budgets
References you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 10239-A, RP 1 & C, Chapter 4
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You should expect questions about controlled equipage inventory, accounting, and reporting procedures, federal supply codes, and purchase agreements. Also, expect questions on budgets.

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
RP3	NAVEDTRA 287-01-45-82	RP 3&2, Module I	Chapters 3 through 6 and chapter 8	Note 1
	NAVEDTRA 12616	RP 3	Chapters 1, 5, and 6, and Appendices I and II	Note 1
	NAVEDTRA 287-03-45-83	RP 3&2, Module III	Chapter 2	Note 1
	SECNAVINST 5216.5	Department of the Navy Correspondence Manual	All	Note 2
	MILPERSMAN 1730-010	Lay Leader	All	Note 3
	FMFM 3-6	Religious Ministries in the Fleet Marine Force	All	Note 4
	SECNAVINST 1730.3	Employment of Civilian Clergy	All	Note 2
	NAVPERS 15555	Navy Military Funerals	All	Note 1
	NAVPERS 15956	Funerals at Arlington National Cemetery	All	Note 1
	SECNAVINST 7010.6	Religious Offering Fund	All	Note 2
	SECNAVINST 5210.11	Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes	All	Note 2
	SECNAVINST 5215.1	Department of the Navy Directives Issuance System	All	Note 2
	NTP-3	Naval Telecommunications	All	Note 5

		Procedures and Users Manual		
RP2	**You are responsible for the information identified in the previous references in addition to the following.**			
	NAVEDTRA 287-01-45-82	RP 3&2, Module 1	Chapter 7	Note 1
	NAVEDTRA 12616	RP 3	Chapters 3 and 5	Note 1
	SECNAVINST 5214.2	Depart of the Navy Information Requirement Reports Management Program	All	Note 2
	SECNAVINST 5212.5	Navy and Marine Corps Records Disposition Manual	Part 1 and Appendix C	Note 2
	NAVEDTRA 287-02-45-81	RP 3&2, Module II	Chapters 2 and 6	Note 1
RP1	**You are responsible for the information identified in the previous references in addition to the following.**			
	NAVEDTRA 10239-A	RP 1&C	Chapter 6	Note 1
	NAVEDTRA 287-03-45-83	RP 3&2, Module III	Chapter 4	Note 1
	NAVEDTRA 287-02-45-81	RP 3&2, Module II	Chapter 3	Note 1
	SECNAVINST 5212-5	Navy and Marine Corps Records Disposition Manual	Appendices B and F	Note 2
	NAVEDTRA 12616	RP3	Chapters 2 and 8	Note 1
RPC	**You are responsible for the information identified in the previous references in addition to the following.**			
	NAVEDTRA 10239-A	RP 1&C	Chapters 3 and 4	Note 1
	NAVEDTRA 12616	RP 3	Chapters 5 and 8	Note 1

LEGEND:

Note 1 — To order, MILSTRIP TO NAVICP PHILA
        INTERNET http://neds.nebt.daps.mil/

Note 2 — INTERNET http://neds.nebt.daps.mil/

Note 3 — INTERNET http://www.bupers.navy.mil/

Note 4 — Letter request to: Commanding General
                            Marine Corps Combat Development Command (WF 06)
                            Quantico, Virginia 22134-5001

Note 5 — INTERNET http://www.nctc.navy.mil/ or as directed by ALCOM 062-98